

Penn Treaty Special Services District  
**SPONSORSHIP REQUEST FORM**

**Name of Organization:**

Request date:

E.I.N. No:

Please check one:  We are a private organization  We are a registered 501(c)(3) non-profit

**If you are a 501(c)(3) please provide a copy of your Determination Letter from the IRS or your last filed 990 Form.**

Complete Address:

Contact Person:

Title:

Telephone No:

Email Address:

**Amount Requested: \$**

1. Is this request for a Project?  Yes  No If the answer is Yes, skip to Mission of Organization..
2. Is this request for an Event?  Yes  No Date of Event:
3. Is this an Annual Event?  Yes  No Is this a Fundraiser?  Yes  No
4. If this is a Fundraiser how much do you expect to raise this year after expenses?
5. If this is an Annual Fundraiser how much did you raise last year after expenses?

**Mission of Organization:**

**Description of Event/Project** (attach additional pages if necessary):

**How would the Funds be spent?**

1. Please supply an overall budget for the entire project which shows all anticipated expenses. This budget should also show any expected revenues, funding from other sources, and earmarked funds from your Organization (if any).
2. Also, supply a line item budget which shows how the Penn Treaty SSD Grant would be used.

**Neighborhoods which the Sponsored award would benefit:**

**Prior Grantee:** Have you previously received a grant from PTSSD? [  ] No [  ] Yes , YEAR(s):

**Signature & Date (Required):** \_\_\_\_\_

**\*Please print, sign, scan and submit this application to:**

Katrina Mansfield via email  
**PTSSD.secretary@gmail.com**

or post/drop off to:

**Penn Treaty SSD  
702 N. 3rd Street  
PMB 38  
Philadelphia, PA 19123**

The Penn Treaty SSD meets on the evening of the third Wednesday of every month, and considers five Sponsorship Requests on a first-come first-served basis. Meetings are held from September to June. (Note: There are no meetings in July or August.)

**Reporting:** Recipients of Sponsorships are required to sign a **Sponsorship Agreement Form** and to complete a **Sponsorship Report Form**. The Report is due six months after the date of receipt.

Both forms are available at [www.pentreatyssid.com](http://www.pentreatyssid.com)

**Questions? Call Katrina Mansfield at (215) 574-9274**